

WVU SCHOOL OF SOCIAL WORK BSW FIELD PLACEMENT

APPLICATION Directions: Complete this form carefully. Application deadline: Spring :
Submit completed form as an attachment to rblais@mail.wvu.edu by deadline.

Name: _____ Address: _____
BestPhone Number to reach you: _____

City _____ State _____ Zip _____
MIX address: _____@mix.wvu.edu Title IV-E Program?

Expected Time Period for Placement (select one): Semester? _____ Year? _____

1. Below please state your preferred social service **areas of interest** in order of priority. You may state a specific agency related to this area of interest if you wish. (Ex: health care-HealthRight; or child welfare- DHHR Child Protective Services,) **A sincere effort will be made to place you in an area of interest important to you; but we are not able to assure you of a particular choice.** Please refer to page 2 of this document to identify areas of interest. ****NOTICE: All out-of-state placement requests, and/or requests for placement at sites not listed, require approval from the Field Office, the BSW Program Director and/or the BSW Committee. Student must submit a written request, outlining the compelling reasons for an out-of-state placement with this application.**

Area of Interest	Specific Agency or Specific Geographic Area
(1) _____	_____
(2) _____	_____
(3) _____	_____

2a. Please provide detailed information to clarify why you chose the above stated preferences.

2b. Please list any areas of social work service or a specific agency that you think would **Not** be appropriate for you and state your reasons fully.

3. **Will you require accommodations in your agency, due to a disability?**
No _____ Yes _____ If yes, please attach documentation from the WVU Office of Disability Services to application.

4. Life Issues that will affect your placement choice:

a. **Transportation** (check as many as are appropriate regarding your situation):

_____ Have a reliable vehicle, am licensed drive and can use it for placement. (Some agencies expect students to use their personal cars to carry out various assignments (not to transport clients). Agencies are expected to provide mileage reimbursement for placement-related activities.

_____ Am able to access public transportation

_____ Have **reliable** alternative means of transportation to my placement.

Please specify: _____

_____ Have no personal means of transportation, nor access to transportation and need a placement within walking distance of my home.

b. **Hours that you are able to be in placement:** (Note: Most agencies' primary focus is daytime, weekday hours. In some cases, important activities occur in evenings or weekend hours. In order to take part in the full range of activities required by the curriculum, you may need to adjust your hours to be present when these activities occur. For example, a group meets one evening per week, families of clients visit on Saturday, or the program is residential and some evening hours are essential to working with residents).

day time only

mostly day time with some evenings and weekends

5. Other issues that may impact/affect choice of placement site?

6. The geographic areas I am able to consider are: (Check all that apply. Please note that we are a rural state. Morgantown locations cannot accommodate all students).

Clarksburg

Preston Cty

Fairmont

Morgantown

Other area(Specify)

We typically do not permit placements beyond a reasonable driving time of about 1 hour from Morgantown (with the exception of Sharpe Hospital, Weston, WV). We currently have field placement sites within a reasonable driving distance in the bordering states of Maryland and Pennsylvania, as well as within our 5 off-campus programs-Beckley, Charleston, Keyser, Martinsburg and Wheeling.

Social Work Areas of Interest

The purpose of this list is to assist you in identifying areas of social work practice that you are interested in pursuing within your senior field internship. The following list is broad, but not complete. You can use this list to help you fill out the Application form. Feel free to add any area that is not listed and you may combine some areas to explain your interests.

SPECIFIC POPULATIONS:

Infants/Mothers

Children (4-12 Years)

Adolescents (12-18)

Other Specific Populations (please specify) _____

Young Adults (18-26)

Families

Adults: Males only/Females only

Persons w/Disabilities

Older Adults

Adoption/Foster Care/Child Welfare/Child Protection/Child

Advocacy (e.g CASA, WVDHHR)

Case Management (Adults or children)

Benefits or other financial assistance

Crisis Intervention Services

Adults/Children w/Developmental Disabilities

Domestic Violence /Sexual Assault

Family Services, e.g. In-home support and therapy

Basic Needs, e.g. Food Assistance, Job Readiness, Support

Adult Protective Services

End-of-Life, Hospice, Grief/Bereavement

Gerontology/Aging Services

Health Care-(inpatient/outpatient/in-home)

Services for Persons Experiencing Homelessness

Residential Treatment Programs (Children & Youth)

Skilled Nursing and/or Long Term Care

Behavioral Health (inpatient/outpatient/residential)

School-based services , e.g. Head Start, Early Head Start

Substance Abuse & Treatment (inpatient/outpatient)

FIELD PLACEMENT RESUME OUTLINE & INTERVIEW GUIDELINES

As you develop your placement resume', use the same process that you would when preparing a resume's for a job interview. Many of our students are offered employment at the agency where they did their field placement upon graduation.

Use basic professional etiquette when scheduling your interview appointment and conducting the interview. Be punctual, dress appropriately and be prepared!!

Your resume' should be typed and should follow the outline included on the second page of this handout. Use at least a 12 point font, 1 inch margins all around and refrain from using unusual font styles, colored ink, graphics or any other "filler". For more help on writing your resume, go to <http://www.wvu.edu/~careersc/JobSearch/ResumeWriting.html>

Once you receive your notice of the "field site match," schedule your interview promptly. Please do not wait until the last possible day for the interview completion deadline-as many agencies may not be able to interview you for a week to 10 days after your initial phone call.

Be prepared to discuss your learning objectives, your reasons for pursuing a social work degree and how your volunteer and/or work experience has prepared you for same. Avoid disclosing too much personal information, don't "name-drop," remain professional and genuine. You may be asked if you require a reasonable accommodation under the Americans with Disabilities Act (ADA), and it is up to you to disclose that information if needed. Furthermore, please be aware that many agencies require background checks, drug screens and dependent upon the agency, information obtained via a background check/screen may result in an offer of placement being withdrawn. Many agencies who work with children, health care issues, etc., may also require a TB test and/or other vaccinations for both your and the clients'/patients'/residents' protection.

Remember, that although the faculty here at the School of Social Work and your potential field placement field instructor recognize that you have other commitments such as work, family, etc., it is our expectation that you will make your field placement one of your priorities.

GENERALIST PLACEMENT RESUME OUTLINE

Name

Local Address

Permanent Address

Phone

MIX Email address (do not include personal email addresses or websites)

Educational Background

If in a graduate program, include any undergraduate internships, placements or practicums, setting, length of time, number of hours, and name of immediate supervisor.

Workshops or Conferences Attended (include name of conference and date)

Professional Licensure or Certification (if applicable)

Volunteer and/or Work Experiences (Note-Agency may check with former employers for references)

Include paid and volunteer experiences. List in chronological order, with most recent experiences listed first.

Agency or Organization, Location (City, State) , Date (From ___ to ___; Position

One or two sentence description of responsibilities.

Organizational Affiliations

List professional (e.g., NASW), campus honoraries or fraternities. Include any offices that you may have held (e.g., President, Undergraduate Student Social Work Organization).

Special Award or Achievements

List any academic or nonacademic awards to you.

Special Projects, Papers, or Reports

Give title and one or two sentences to describe significant term papers or directed studies projects.

Professional Interests

Briefly describe any special interests related to social work practice or your future career that you may be pursuing now or plan to follow after graduation.

Misc.

Include any additional information that might be helpful (special skills or aptitudes, personal learning style [need structure, self-directed], social problems of special concern, etc.).